

# Aging Division

## Wyoming Department of Health

### Information and Education Bulletin

**Subject: Life of a Contract**

#### **Creation**

A Contract is created whenever there is a need for the Aging Division to pay a vendor or contractor more than fifteen hundred dollars (\$1,500.00). There is no standard timeline for creation. It can take anywhere from one day to several weeks depending on the complexity of the purpose, payment and responsibilities involved.

There are eight (8) sections that are required in every Contract. There are also some circumstances that require extra sections.

1. Parties – this is the “who” of the Contract.
2. Purpose of Contract – this is the “why” of the Contract.
3. Term of Contract and Required Approvals – this is the “when” of the Contract.
4. Payment – this is the “how much” of the Contract.
5. Responsibilities of Contractor – this is what the contractor is required to do to receive payment.
6. Responsibilities of Division – this is what the division agrees to do.
7. General Provisions – these are provisions that are required by the State of Wyoming on all state contracts.
8. Signatures – these are the required signatures for the Contract to be effective.
9. Extra Sections – there are two additional sections that may be added to some Contracts. These are “Responsibilities of the Board” for Contracts with WSSB and “Special Provisions” for special circumstances.

#### **Signatures**

Once the Contract is created by the Aging Division, it goes into the signature process. The signature process always starts with the Attorney General’s office and ends with the Department of Health Director. However, there are many signatures needed in between. The signature page is always the last page of the Contract, not including Attachment to the Contract, and is filled in from the bottom to the top. ALL signatures must be originals for the Contract to be valid. Therefore, if a Contract is lost somewhere in this process, it must be started again from the bottom.

## **The signature process usually takes four to six weeks to complete.**

Here are the signatures and the order in which they are received (remember we go from the bottom of the page to the top):

1. Attorney General's Office – approves as to form to make sure that all State requirements are in place and that there are no discrepancies in the Contract.
2. Contractor – there are two lines that need to be completed. The top line is for the signature and date of the Authorized Agency Official. The bottom line is for the name and title of the person signing to be printed. (NOTE: The Authorized Agency Official is determined by the Contractor – some require a Board member signature and others allow the Executive Director to sign.)
3. Wyoming Senior Services Board – the signature of the Board Chair is required on all WSSB Contracts. For all other Contracts with the Aging Division, this section is removed.
4. Aging Division – this is the signature of the Administrator or Deputy Administrator of the Aging Division.
5. Dept of Health Review – when the Contract is sent to the Director's Office for signature it undergoes two major reviews. The first review is to ensure that the Contract is complete and that nothing has been missed in the process. The second review is by the department Fiscal Office to ensure that the fiscal aspects of the Contract are complete. This includes checking the availability of the funds and encumbering them when necessary.
6. Dept of Health Chief of Staff – this is the signature of the department Chief of Staff or approved designee.
7. Dept of Health Director – this is the signature of the department Director or approved designee. The Contract becomes effective at the date of Director's signature **OR** date stated in "Term of Contract and Required Approvals", **whichever is later**.

## **Payment**

After the last signature is obtained and the final review by the Fiscal Office, the Contract is returned to the Aging Division (usually within five days). The payment process can take a few weeks to complete, depending on variables. The following are the steps then taken to finish the payment process:

1. Contract is scanned, copied and filed with the Aging Division.
2. One copy of the completed Contract is sent to the Contractor.
3. One copy of the completed Contract is given to the Aging Division Fiscal Manager.
4. Fiscal Manager enters the payment into the state WOLFS system. (NOTE: If the vendor is new to the state WOLFS system, it will take additional time to get them added. Payment CANNOT be made until the Contractor's information is added to the WOLFS system.)
5. A hard copy of the scheduled payment and completed Contract is sent to Dept of Health Fiscal Office.
6. Dept of Health Fiscal Office approves and schedules payment to pay on the next run date. (NOTE: there are typically only two runs per week on Mondays and Thursdays. However, these dates change during end of month processing.)

7. State Auditor's Office will send payment via EFT or check based on the method chosen by the Contractor when added to the WOLFS system. (NOTE: The Contractor can change their method of payment at any time from EFT to check or check to EFT by completing a form and submitting it to the Aging Division. Please allow up to 30 days for this change to be made after submitting the form.)

## **Exceptions**

The timelines included above are what is typical. Please keep in mind that there are many things that can affect how quickly a Contract goes through the process.

1. Attorney General's Office – The standard template for Contracts is constantly being updated and revised to make Contracts much more specific and stringent. The time it takes to get a Contract signed by the AG's office is highly dependant on how many other Contracts they currently have and any revisions that are required.
2. Signature of Contractor – One of the biggest variables in the time line is how quickly the Contractor returns the signed Contract to the Aging Division. Some Contractors are able to return the Contract in less than a week and others have taken over a month.
3. Department of Health Signatures – In addition to the Aging Division, there are two more signatures that are required from the Dept of Health. The Director's Office does the best they can to get Contracts signed and returned in a timely manner. However, the Director and Chief of Staff have very full and demanding schedules, and there are a limited number of people that are authorized to sign on their behalf.

Rev: 11-2008